

## Grant Application Information Notes

1. Grant applications are **due on June 30, 2006**. The application and relevant forms and information will be posted to the Safe and Drug-Free Schools (SDFS) website the week of May 8. **Please make certain to use the NEW application for the 2006-07 school year.** Old/outdated applications will not be accepted.
2. The Year-end Final Report contains a section and budget area to request the carry-over of funds. Please remember that a district must show good cause to carry-over more than 25% of their funds. This year a **waiver entitled, "Carryover Prevention Plan"**, must be included when requesting to carry-over more than 25% of funds from FY 2005-2006, and must be submitted with your final report **due no later than June 30, 2006.**
3. Again, this year there is a section in the budget summary and budget narrative of the application to include your anticipated carry-over (regardless of percentage to be carried over). Please budget the carryover separately as indicated on the form. Grant amendments reflecting your carry-over will be made after carry-over amounts are finalized in August.
4. Follow up with your finance department to make sure reimbursement requests are submitted on a regular basis. Your district's 2005-2006 expenditures requests must be submitted by August 5, 2006.
5. If your district is planning on using a program and/or activity that has not been demonstrated to be promising or proven effective, **a waiver**, requesting to use SDFS funding for the innovative program and/or activity, must be submitted with your application. The waiver must illustrate how the program will address the needs identified in your district and how the district will evaluate the program. **This waiver must be included in your application.**
6. The Reauthorization requires that only 2% of funds allocated to a district may be used for administrative costs as defined by EDGAR 80.3, "matters common to grants in general, such as financial management, kinds and frequency of reports, and retention of records. These are distinguished from programmatic requirements, which concern matters that can be treated only on a program-by-program or grant-by-grant basis, such as kinds of activities that can be supported by grants under a particular program." Therefore, if salary is provided by SDFS funds for any key personnel, **a job description is required and must be included in the application.**

7. We are requesting that each district include a statewide goal and four objectives (see page 12 of the application) as a part of their application. We are required by the US Department of Education to report on these four objectives. Having each district report on the same objectives will provide us with statewide data. Your district is not limited to report on these objectives alone. You may include additional goals and objectives to meet your district's needs. Last year, your district provided baseline data and a target level for FY 05-06. This year, we ask that you use the same baseline data, the actual FY 05-06 level, and a new target level for FY 06-07. (Sample narrative for this section will be available on the website)
8. Approval process for grant applications and deadlines. The Office will notify the district coordinator/contact person by August 15 of funding status in one of two ways.
  - a. If your grant is approved, we will issue a grant award and letter.
    - The original grant award and letter will be mailed to your superintendent for signature and return to our office.
    - The coordinator/contact person will receive a copy of the grant award and letter along with a copy of the application. Please make sure your superintendent's office signs and returns the original to our office.
  - b. If your grant is not approvable, we will issue a letter outlining changes or items missing that will need to be submitted in order to approve your grant.
    - **You will have two weeks from the date of the letter to submit the revisions.**